

CITY OF SALINA

POSITION DESCRIPTION

GR: P FLSA: NE DATE: 06/01/2007

DIVISION: Engineering

APPROVED: _____ JOB CODE: 6995

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GENERAL DESCRIPTION:

Under general direction, performs engineering work in land and construction surveying, civil engineering and construction inspection. Work requires interpretive judgement within prescribed standards and procedures with significant opportunity for discretion and independent action.

TYPICAL DUTIES:

Acts as official land surveyor for the city; acts as crew chief for field survey crew; compiles topographical data and interprets same for engineering design projects; reviews plans and specifications for public works projects for compliance with pertinent codes and accepted engineering practices; inspects construction projects for compliance with plans and specifications; submits data for state and federally funded projects; performs or authorizes field and laboratory testing of construction materials on city, state and federal projects; assists with the more difficult design work in the preparation of public works plans; purchases materials and equipment for the surveying sections; researches and prepares reports; performs overtime as required; and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Occasionally leads other workers.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Must be a licensed land surveyor in the State of Kansas or have the ability to obtain licensure within 6 months of employment; five years of experience in technical civil engineering work; possession of a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

None

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Apply knowledge of the principles, practices and instruments used in land and construction surveying and in civil engineering drafting. (Daily)

Apply knowledge of construction specifications and plans, and of regulations relating to public works construction by contract. (Daily)

Exhibit skill in performing difficult technical computations and in compiling engineering data. (Daily)

Possess skill in communicating with contractors effectively in securing compliance with plans and specifications. (Daily)

Effectively communicate orally and in writing. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Climbing/Balancing: Climb inclines and ladders, uneven surfaces, balance required

Walking: Extensive amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 30 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential functions

Color Vision: No particular color vision requirement

Hearing: Frequently perceive nature of sounds by ear

Speech: Frequently express ideas by means of spoken words

Eye/Hand/Foot Coordination: Frequently operates precision equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside and outside

Cold/Heat: Adverse conditions possible

Wet/Dry: Adverse weather conditions possible

Noise/Vibrations: Heavy construction possible

Hazards: Moderate exposure to traffic and construction hazards

Fumes/Dust/Odors: Moderate exposure to dust and construction equipment fumes

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to understand and apply mathematical concepts accurately.

Ability to listen to and apply information and instructions.

Ability to organize information for concise written and oral presentation.

Ability to operate computer hardware and software including graphics and engineering software.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Computers, surveying instruments, construction materials, calculator and vehicle.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.